

JOB DESCRIPTION

JOB TITLE: Maritime Administrative Assistant
REPORTING TO: Head of Maritime
Senior Operations Manager
TYPE OF POSITION: full-time, permanent contract

Introduction

Upon the decisions taken at the Barcelona Congress in 2017, the European Transport Workers' Federation (ETF) embarked on a change process with the view to adapt its structure to serve better the needs of the affiliates and to achieve its renewed political objectives. The changes include the progressive creation of a management team working closely with the General Secretary and which consists of the people coordinating the work of the various sections. Starting with the maritime sections, the ETF structure will be gradually adapted to ensure that every department has a political lead which coordinates a team of policy officers who will be assisted by a dedicated Maritime Administrative Assistant.

Key responsibilities

- General office duties
- Creates and maintains file records, including electronic file records
- Creates survey databases, inputs data received and prepares analysis
- Prepares and organises meetings in Belgium and abroad, deals with arrangements, contact with the service providers (hotels/interpreters/translators, etc.) and liaises with the political team, other colleagues and the Finance manager, as well as outside organisations where appropriate
- Serves as first point of contact in the Secretariat for IT-related issues (computers, mobile phones, internet and phone server, interpretation equipment, etc.) and performs basic IT-related tasks
- Assists with projects
- Collates information and prepares documentation for meetings, actions, campaigns and publications where necessary
- Attends meetings and prepares minutes
- Drafts circulars and other documents
- Deals with routine incoming calls/correspondence/requests for information as appropriate
- Sorts and prioritizes incoming correspondence and responds appropriately
- Responds appropriately to external contacts, maintenance of good and constructive relationships with representatives from various European institutions, employers' organisations, companies, etc.
- Maintains diaries

- Assists in making travel arrangements
- Maintains web and extranet pages
- Collaborates with other Administrative Secretaries in order to ensure the good functioning of the Secretariat

We are looking for a candidate with

- Excellent spoken and written English and French. Knowledge of one or more other EU languages would be an advantage
- Relevant administrative experience of minimum 3 years, plus graduate level education or training
- Excellent knowledge of IT technologies (MS Office applications, database software, internet, etc.)
- Proven high quality secretarial, organisational and administrative skills
- Strong organisational abilities
- Accuracy and attention to detail
- Excellent communication skills
- Able to exercise discretion, judgement and initiative
- Able to work in a fast-paced environment
- Integrate yourself into a team
- React in a flexible way to new challenges
- Proactive in addressing change

We offer

- A full-time permanent contract with a competitive package (salary, fringe benefits and extra-legal paid leave)
- A multidisciplinary and multicultural working environment
- Involvement in a variety of campaigns, projects and initiatives
- The office is located in the center of Brussels

Equal employment opportunity

ETF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be in accordance with objective, job related criteria and the appointment will be on the basis of applicants' merits and abilities.

Brussels, 20 September 2019